

The Dataset

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an HMIS user-community newsletter

HPRP Clarification—Documenting Past-Due Rent

The Department of Commerce has received from HUD clarification regarding how to document in HMIS situations like past-due rent.

“Financial assistance provided in the form of a single, lump sum payment to clear a rental debt or “arrearage” should be entered into HMIS as a single instance of financial assistance. The start and end dates for arrearages can be entered as the same day. Arrearage payments will be documented in HMIS based on the date that you provide the assistance, not the arrearage period for which the payment covers. If you provide financial assistance in the form of a 3-month arrearage in addition to the client's next month of rent, enter them as two separate instances of financial assistance. The current month's rent payment should be noted according to the period for which the financial assistance covers.”

In this example, the service provider produced a check on 9/30/2009 to cover the past-due rent for July, August, and September (*right*). The months that the check covers are entered in the Comments field. Notice that the beginning and ending dates are the same, reflecting the date the payment was made by the service provider.

The screenshot shows the 'Activity' form in HMIS. The 'Activity' dropdown is set to 'Rental Assistance (HPRP)'. The 'Staff' dropdown is 'MTAjeffs'. The 'Date' and 'To' date are both set to '09/30/2009', which are circled in green. The 'Amount' is '1,500.00' and the 'Total' is '1500.00'. The 'Description' is 'Past-Due Rent 500.00 per month'. The 'Comment' field contains 'Past-due rent for July, August, and September'. On the right, the 'Activities {1 of 1}' table shows one entry: 'Rental Assistance' with description 'Past-Due Rent 50', start date '9/30/2009', and end date '9/30/2009'.

Activity	Description	StartDate	DateEnded
Rental Assistance	Past-Due Rent 50	9/30/2009	9/30/2009

Subsequent payments of rental assistance appear as *separate transactions*, where each payment results in a

The screenshot shows the 'Activity' form for a new entry. The 'Activity' dropdown is 'Rental Assistance (HPRP)'. The 'Staff' dropdown is 'MTAjeffs'. The 'Date' is '11/01/2009' and the 'To' date is '11/30/2009', both circled in green. The 'Amount' is '500.00' and the 'Total' is '500.00'. The 'Description' is 'November Rent'. The 'Comment' field is empty. On the right, the 'Activities {1 of 3}' table shows three entries: 'Rental Assistance' for 'November Rent' (11/1/2009 to 11/30/2009), 'Rental Assistance' for 'October Rent' (10/1/2009 to 10/31/2009), and 'Rental Assistance' for 'Past-Due Rent' (9/30/2009 to 9/30/2009).

Activity	Description	StartDate	DateEnded
Rental Assistance	November Rent	11/1/2009	11/30/2009
Rental Assistance	October Rent	10/1/2009	10/31/2009
Rental Assistance	Past-Due Rent	9/30/2009	9/30/2009

new service instance that shows a *start date* and an *end date* that demonstrates clearly the range of time a payment is intended to represent (*left*). Notice that each month's rent is a separate transaction.

